



Data Coordinator
Full time Permanent (38.75 hours/week)

Advancing care for better lives – that’s what we do! Calgary Health Foundation is a community-based charity that raises funds to advance health care. Established in 1996 to unite donors, hospitals, health care providers, and community partners with the ambitious aim of revolutionizing health outcomes, together we continue to transform lives by establishing extraordinary health programs — early stroke intervention, a world class urology clinic and brain institute, precision neonatal care, and advanced trauma centres. Through collaboration, unrelenting persistence, and a sharp focus on care, wellness, and research, we are unyielding in our efforts to ensure Calgarians receive the most progressive health care in the world — because our loved ones and yours deserve nothing less.

Are you wanting to make a meaningful impact on people’s lives by ensuring everyone gets the highest quality health care? If yes, **connect with us today!**

THE OPPORTUNITY

Reporting to the Manager, Pipeline & Research, you are responsible for the data entry and maintenance needs of the Philanthropy team at Calgary Health Foundation, as well as the accurate and timely entry of information into the Foundation’s Customer Relationship Management (CRM) system, Raiser’s Edge (RE). Your primary responsibilities include data entry, running data queries, performing data maintenance and updates, and supporting data integrity.

Your position supports the overall goal of Calgary Health Foundation by ensuring relevant information is available to help guide decision-making with reliable data, and you will maintain close working relationships with other members of the Pipeline and Prospect Research team and the larger Philanthropy team.

Key accountabilities of the role include:

- Perform general data entry and maintenance including, but not limited to, biographical, contact, relationship, employment, etc.
- Follow established processes to ensure data is entered into RE in a timely and accurate manner
- Compile, verify, and sort information when preparing source data for entry
- Ensure proper storage of information both electronically and print (adhere to FOIP standards and other document management standards)

- Process communication bounce backs to ensure active contact information is up to date, follows proper procedures, and contact preferences are recorded accurately
- Proactively identify opportunities to capture additional information in constituent database fields and identify issues with the database, bringing both to the attention of the Manager, Pipeline and Research, with recommendations
- Complete a variety of data entry, updates, and maintenance projects as requested
- With guidance from the Manager, Pipeline Research and IT/Database Administrator, create and run maintenance queries to ensure data is being entered correctly and fully and data errors are corrected in a timely manner
- Maintain a fundamental understanding of Raiser's Edge for the purpose of navigation, data entry and retrieval, and the interaction of data across other systems, attending development and training sessions as required
- Monitor local news sources for information that pertains to our donors, our prospects, or potential prospects, inform relevant fundraisers, and update our database following set guidelines
- Monitor obituaries and update our database following set guidelines
- Create and run data queries as per the request of fundraisers
- Perform prospect research and synthesize information into reports
- Other duties as assigned

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Post-secondary education with 1-2 years of related experience in data management using Raiser's Edge
- Experience and knowledge using Raiser's Edge and Microsoft Office
- Ability to accurately and efficiently enter information into the database is a critical skill; accuracy and attention to detail is essential, with the ability to spot errors and inconsistencies in data and reports
- High level of computer competency with ability to learn new systems quickly
- Strong organizational, analytical and problem-solving skills
- Critical thinker with a focus on continuous improvement
- Effective oral and written communication skills
- Strong interpersonal skills with a service-oriented approach
- Ability to work independently and as a team player
- Experience in problem solving and troubleshooting in a team environment; demonstrate effective team skills such as listening, sharing information, group decision making
- Ability to remain positive and confident under pressure
- Ability to handle and prioritize multiple tasks; must be able to assess deadlines and schedule own work appropriately
- Asset: charitable sector experience

WORKING CONDITIONS

- Primarily sedentary work with long periods of time at a computer

ADDITIONAL INFORMATION

We thank all applicants for their interest in this role and Calgary Health Foundation; please note that we will only be contacting candidates selected for an interview.

To explore this opportunity further, please send your resume and cover letter, in confidence, no later than November 30, 2023 to:

Rosaline Akinokun
Senior Director, People Services
rosaline.akinokun@calgaryhealthfoundation.ca

For more information about the Calgary Health Foundation, please visit www.calgaryhealthfoundation.ca, or find us at yyc_health and @calgaryhealthfoundation on X (formerly Twitter) and other social media respectively.